Photo-Duplication: The department has its own micro-filming unit but due to want of technical staff work in this regard could not be started. The requisite staff is expected to be recruited shortly through the State Public Service Commission. The para print photo copying machine is however, kept running and is doing useful work in supplying photocopies of records against payment.

Library: 290 books were acquired and expansion . programme of library will be taken up after full staff is appointed.

KERALA

1976-77

Administration: No change in the administrative set up took place during the period under review.

Budget: For 1976-77 a sum of Rs. 4,70,900 was spent against the budget provision of the equal amount on the non plan side and a sum of Rs. 48,524 was spent out of the budget provision of Rs. 1,02,000 on the plan-side. For 1977-78 there is a provision of Rs. 4,88,300 on the non-plan side and Rs. 1,00,000 on the plan side.

Building: The State Archives is now functioning in Government Buildings. There is a proposal for the construction of a modern Archives building in Trivandrum.

Record Management: In the Central Archives, Trivandrum 25,000 Huzur Office records of the former Travancore State (1060—1080 M.E.) were listed and 2,300 Mathilakem Churunas, 12,000 volumes of registers and 2,000 bundles of High Court Judgments were re-arranged. No reten-retention schedule has been formulated.

Research and Reference: 24 scholars availed themselves of the research facilities. Seven records were requisitioned by the Government agencies and 122 queries by private agencies were attended to.

Reference Media: Descriptive list of the records of the Huzur Office of the Former Princely State of Travancore for the years 1060—1080 M.E. was prepared. 3,412 gazettes and 370 registers were re-arranged.

Publication Programme: Preparation of the Archives Manual is in progress.

Preservation of Records: During the period under review 2,603 sheets were repaired and 110 sheets guarded. 350 volumes, 300 government gazettes and 1,500 files were bound.

Photo-Duplication: The State Archives has no microfilming unit of its own.

Library: Nearly 246 books and publications were acquired.

Other Activities: In order to bring Archives nearer to public the Department participated in a number of exhibitions. (a) Record exhibition organised at Mattancherry in connection with the Konkini Bhasha Prachar Sabha. (b) Record exhibition organised at the Calicut University